

30 OCT 1962

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MEMORANDUM FOR: The Comptroller

SUBJECT: Delinquent Advances - [REDACTED]

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1. Attached (Tab-A) per your request is a Statement of the Advance Account of [REDACTED] as of 29 October 1962, with a detailed analysis of those advances which are more than sixty (60) days delinquent.

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2. Agency Regulations (Extracts of Regulations attached as Tab-B) provide that advances shall account promptly and completely upon fulfillment of the purpose for which the funds were advanced and repay any unexpended balance. As you will note from the attached statement [REDACTED] has made some accountings on his delinquent advances, but has consistently failed to refund the unexpended balances. You will note also that the Request for Advance form (copy attached as Tab-C) which is signed by each advancee contains an agreement by the advancee to fully account for the advance and to refund unexpended balances. This agreement also provides that in the event of failure to account or refund, "I authorize deduction from my salary to effect settlement". [REDACTED] as well as other advancees sign this agreement at the time they receive each advance of funds. [REDACTED] has therefore already agreed to salary deductions as a means of settling these delinquent advances.

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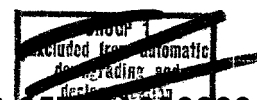
3. Agency Regulations provide that "The Comptroller shall collect delinquent advances and report such delinquencies, -----". The form letter sent to [REDACTED] on 4 October 1962 (copy attached as Tab-D) in effect reminded him of the provisions of the Regulations, advised him that salary deductions, to which he had already agreed, would be made unless he made accountings or refunds within thirty (30) days, and pointed out the Comptroller's reporting responsibilities when such deductions are made.

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4. Although the Regulations provide that the Comptroller shall collect delinquent advances, they do not restrict him to any single method of discharging this responsibility. Thus far this case has been handled routinely in the same manner as other delinquent advance accounts. If this course of action is pursued, salary withholding

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Subject: Delinquent Advances - [REDACTED]

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Instructions would be initiated on 5 November 1962 unless [REDACTED] has submitted accountings or refunds on the delinquent portion of his advances by that date. Will you kindly advise whether you wish me to take action to withhold salary in this case, or whether you desire to pursue some other line of action to effect collection of these delinquent advances.

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for
[REDACTED]
Chief, Finance Division

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Attachments

Distribution:

- Orig & 1 - Addressee w/att.
- 2 - Fin Division w/o att. ✓
(Off. Chief)
- 2 - Accts Branch
Att. A, B, and C

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MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

NO ATTACHMENT